

## Meeting of Minutes

Date:		Time:	Location:
Purpose of the meeting			
Facilitator			
Notetaker			
Attendees			
Agenda Item 1: Purpose and objective of the meeting			
Agenda Item 2			
Discussion			
Agenda Item 3			
Discussion			

<b>Agenda Item 4</b>			
Discussion			
<b>Action Items</b>			
No.	Action item & description	Assigned to	Expected completion date
<b>Date and time of next meeting</b>			